

Electronic Order Form (EOF) User's Manual

Coast Guard – Female

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Coast Guard – Female

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Introduction

To begin using ASCOT's electronic order form (EOF), the user must register with ASCOT. A link to the registration page can be found on ASCOT's home page (<http://ct.dscp.dla.mil/ASCOT>). After registering, the user will receive a password that corresponds to the user's DODAAC. Please wait at least 24 hours after receiving a password before trying to log onto EOF. It usually takes around 24 hours before the new registration information filters down to the EOF system.

To begin using EOF, simply click on the EOF link on the ASCOT web page. This will take the user to the home page for EOF. Click on the Electronic Order Form link to go to the login page. Enter the DODAAC and password received from ASCOT. The system is very straightforward and guides the user through entering the ordering information and recruit information, the selection of garments, and entering the quantities that need to be ordered.

The user will then be asked for a series of measurements. These measurement pages are accompanied with graphics that illustrate how to take the particular measurement. There are also videos and slide shows if the user needs greater detail. After entering all the required information, the user will see a summary page that shows exactly what was entered. Many people like to print this page for their records. To transmit the order, click the button at the bottom of the page. The user will see a confirmation page and if an email address was entered on the ordering information page the user will receive an email that contains all the information regarding the requisitions submitted. The user will then be prompted to either enter another order or exit EOF.

Here are a couple of important and helpful hints when using EOF.

1. Try to have the recruit with you when you place the order. This will help when you have to enter the measurement information. If you must use an off-line form, please use the one available on the EOF web site.
2. To check the status of the EOF order that you placed use ASCOT's requisition status check at <http://ct.dscp.dla.mil/Ascot/Status/> Wait at least 24 hours before checking the status.
If you have any problems or questions when registering with ASCOT call 1-800-USCLOTH.
3. If you have any problems, corrections or questions regarding the order that you placed call Ellen Henning. Her contact information is on the EOF home page and at the end of this document.
4. If you have any technical problems, such as a computer error, contact Jason Howell.
5. Some people run into Internet traffic when using EOF in the afternoon. We suggest trying to use EOF in the morning or an off-hour. Otherwise, you may receive computer server messages such as "server not responding". This is not a problem with EOF but a problem with the Internet connection being extremely busy - an online traffic jam.
6. If EOF gives you an error suggesting the measurement you entered is invalid, recheck the measurement. If the measurement is correct, select value out of range. If the measurement is incorrect, change the measurement and continue. **Incorrect entry of data only delays your special measurement order.**

Frequently Asked Questions (FAQs)

1. ***How are EOF requisitions billed?***

EOF requisitions can now be paid for via MILSBILLS or your Government IMPAC credit card. To use your credit card, you must register it through ASCOT.

2. ***How can I confirm my special measurement order was placed successfully?***

Please wait at least **24 hours** after placing order before contacting DSCP. Contact one of the following DSCP representatives for all order information or you may use the requisition status link found on the ASCOT home page.

Ellen Henning

DSN Phone: 444-2482

Commercial Phone: 215-737-2482

Email: paa5323@dscp.dla.mil

Angela Anderson

DSN Phone: 444-8536

Commercial Phone: 215-737-8536

Email: paa4007@dscp.dla.mil

3. ***How can I change my special measurement order?***

Please wait at least **24 hours** after placing order before contacting DSCP. Contact one of the above DSCP representatives for all order information.

4. ***The item I wish to order is not listed on the EOF garment page. How can I order it?***

Contact one of the above DSCP representatives to order items not found on the EOF garment page.

5. ***What is my user name and password for EOF?***

Your user name and password for EOF is exactly the same as your ASCOT user name and password. If you have not received an ASCOT user name and password, please register with ASCOT through the ASCOT home page.

6. ***How can I check the status of a special measurement requisition that was placed through EOF?***

Please wait at least 24 hours after placing order before contacting DSCP. Contact one of the above DSCP representatives for all order information.

7. ***What is the cost of special measurement garments ordered through EOF?***

Contact one of the above DSCP representatives to receive a quote on the garment you are requesting.

8. ***What version of Microsoft Internet Explorer is necessary to run EOF?***

You should be using Microsoft Internet Explorer 3 or higher. To download the newest version of Internet Explorer, go to www.microsoft.com/downloads.

9. ***What version of Netscape Communicator is necessary to run EOF?***

You should be using Netscape Communicator 2 or higher. To download the newest version of Netscape, go to www.netscape.com.

10. ***What program do I need to view the slide shows and the videos on measuring?***

You will need QuickTime to properly view these slide shows and videos. You can download the newest version at www.apple.com/quicktime/download.

11. ***What is the EOF "short form"?***

EOF "short form" is an one-page order form. It looks similar to the Summary Page of EOF. Using this form the user can simply tab from measurement to measurement without having to press the "Continue" button. The user can still view the measurement description by clicking on the measurement name in the "short form".

12. ***Can I use the EOF "short form"?***

Once you have ordered a garment at least 15 times, you will have the option to use the EOF "short form".

EOF Order Form

Coast Guard – Female

After completing order form, please submit order via EOF On-Line.

| Order Information | | | |
|--|--------------------------------------|--|--------------------------------------|
| DODAAC | | Date | |
| Demand Code | | Signal Code | |
| Fund Code | | Distribution Code | |
| Project Code | | Priority Code | |
| Media/Status Code | | Advice Code | |
| Supplementary Address | | | |
| Garment Recipient | | | |
| Name | | SSN | |
| Service | | Sex | |
| Grade/Rank | | Age | |
| Installation | | Date Needed | |
| Garments | | | |
| Description | Qty | Requisition No. | |
| Coat, BDU, EHW | | | |
| Coat, Women's, Service Dress | | | |
| Coat, BDU, Temperate | | | |
| Coat, BDU, Field | | | |
| Shirt, Women's, Cotton/polyester, Long Sleeve | | | |
| Coat, Women's, All-weather, with Removable Liner | | | |
| Shirt, Women's, Cotton/polyester, Short Sleeve | | | |
| Skirt, Women's, Service Dress | | | |
| Slacks, Women's | | | |
| Trousers, BDU, EHW | | | |
| Trousers, BDU, Temperate | | | |
| Measurements | | | |
| ALL MEASUREMENTS ARE REQUIRED TO ENSURE PROPER FIT! | | | |
| Record measurements to the nearest quarter (0.25) inch. | | | |
| Height | | Weight | |
| Neck | | Across Shoulders | |
| Shoulder Circumference | | Upper Chest | |
| Bust | | Upper Abdomen | |
| Waist | | Lower Abdomen | |
| Hips | | Thigh | |
| Right Sleeve Length | | Left Sleeve Length | |
| Biceps | | Right Arm Inseam | |
| Left Arm Inseam | | Back Waist Length | |
| Back Coat Length | | Leg Outseam | |
| Leg Inseam | | Front Waist Length | |
| Profiles | | | |
| Shoulder Profile | Back Profile | Posture Profile | Seat Profile |
| <input type="checkbox"/> Normal Shoulders | <input type="checkbox"/> Normal Back | <input type="checkbox"/> Normal Posture | <input type="checkbox"/> Normal Seat |
| <input type="checkbox"/> Sloping Shoulders | <input type="checkbox"/> Sway Back | <input type="checkbox"/> Head Forward or | <input type="checkbox"/> Flat Seat |
| <input type="checkbox"/> Square Shoulders | | Stooping Posture | <input type="checkbox"/> Full Seat |
| Comments | | | |
| Subgarments worn for measurements: | | | |
| Other comments: | | | |

Taking Measurements

Coast Guard - Female

Measurements are to be snug. Tape measure is to be tight around the body and body parts, but not binding, constricting, nor deforming.

The individual should stand erect, yet relaxed, with eyes looking forward, weight evenly distributed on both feet, and arms straight at sides for all measurements, unless otherwise indicated.

NOTE: Be prepared to supply all measurements required by EOF, otherwise your order will NOT process!

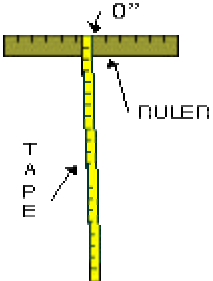

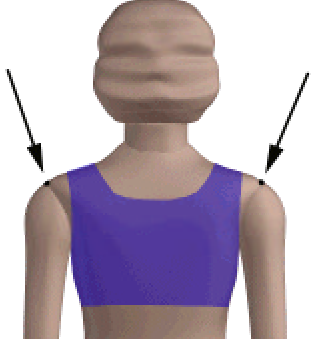


Measure the Individual:

- with appropriate subgarments on as designated by service branch.
- without shoes.

Tools Required for Taking Measurements

- Standard vinyl tape measures and/or narrow steel tape.
- Standard height measuring device or wall chart.
- Scale for weight.
- Hard ruler, T-square, or L-square.
- Adhesive dots, tape, or marker to mark measuring points on the body.
- Narrow elastic tape or web to tie around the waist.
- Narrow rubber band to fit around the wrist.

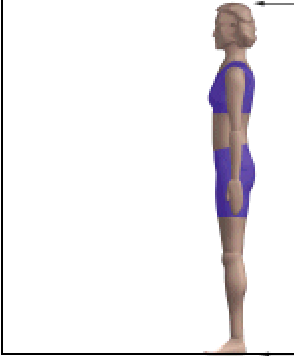
Preparing to Take Measurements

| Item | Illustration | Description |
|--------------------------|---|--|
| Using Tape and Ruler |  | <p>Use adhesive tape to attach the 0" end of a tape measure to the broad edge of a ruler.</p> |
| Center Back at Neck Base |  | <p>Have the individual put her head down. With the head facing forward locate the prominent bony bump at the base of the neck, midway between the shoulders at the top of the spine. Hold your finger on this bone and have the individual put her head back up. With head facing forward, mark this bone with dot, tape or marker. Leave the mark in place for the measuring process.</p> |
| Shoulder Points |  | <p>Locate one prominent bony shoulder tip, where the arm joins the body. Mark the top of the shoulder at the outermost edge of the bone with dots, tape or marker. Repeat for the other shoulder. Leave the marks in place for the measuring process.</p> |
| Waist |  | <p>Secure a length of elastic in a comfortable position around the midsection of the individual. Locate the waist by having the individual bend to both sides, to the front, and to the back. Where the body bends is the waist, which is just above the hipbones and below the rib cage. Leave the elastic in place for the measuring process to indicate the waistline location.</p> |
| Wrist |  | <p>Place a rubber band on the wrist of the individual just below the prominent wrist bone. Leave the rubber band in place for the measuring process.</p> |

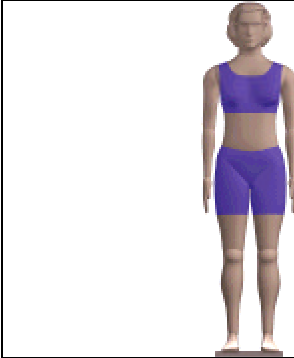
Measurement Descriptions

Coast Guard-Female


Height

| | |
|---|--|
|  | <p>Have the individual stand erect with heels together, eyes looking forward, and weight evenly distributed on both feet.</p> <p>Using a standard height measuring device, a wall chart, or a ruler and marker, measure from the top of the head to the floor.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|--|


Weight

| | |
|--|--|
|  | <p>Have the individual stand on the scale with weight evenly distributed on both feet.</p> <p>Record the measurement to the nearest pound.</p> |
|--|--|


Across Shoulders

| | |
|---|--|
|  | <p>Place the tape measure at one shoulder point mark.</p> <p>Extend the tape across the back, following the slope and shape of the upper back and shoulders, to the other shoulder point mark.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|--|


Neck

| | |
|---|--|
|  | <p>Wrap the tape around the base of the individual's neck, back to the starting point.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|--|


Shoulder Circumference

| | |
|---|---|
|  | <p>Wrap the tape around the individual's body at the widest part of the shoulders.</p> <p>The tape will pass across the broadest part of the back and around both arms.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|---|


Upper Chest

| | |
|---|---|
|  | <p>Wrap the tape around the individual's body as high as the tape will go, under the armpits and above the breasts, back to the starting point.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|---|

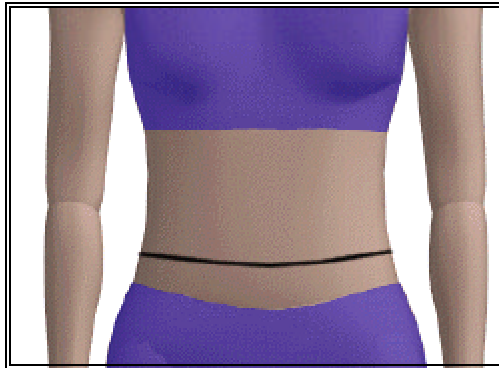
Bust

| | |
|--|--|
|  | <p>Wrap the tape around the individual's body at the fullest part of the bust, back to the starting point.</p> <p>Keep the tape parallel to the floor.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|--|--|

Upper Abdomen

| | |
|---|---|
|  | <p>Wrap the tape around the individual's body at the fullest part of the abdomen above the waist, back to the starting point.</p> <p>Keep the tape parallel to the floor.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|---|

Waist



Wrap the tape around the individual's body following the waist elastic, back to the starting point.

Record the measurement to the nearest quarter (0.25) inch.

Lower Abdomen

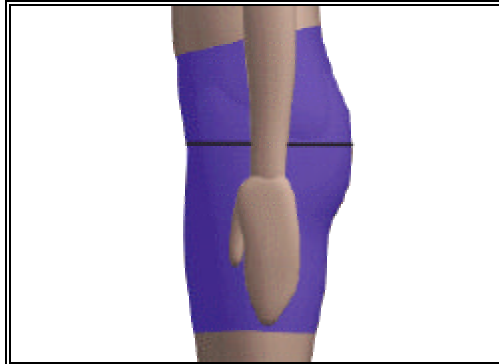


Wrap the tape around the individual's body at the fullest part of the abdomen below the waist, back to the starting point.

Keep the tape parallel to the floor.

Record the measurement to the nearest quarter (0.25) inch.

Hips

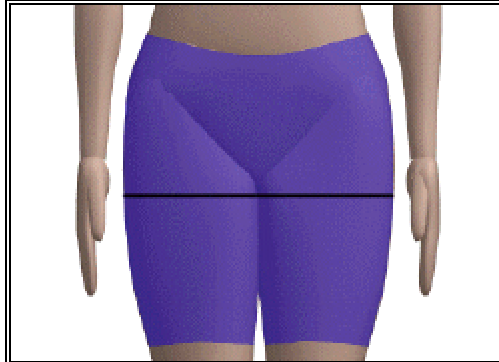


Wrap the tape around the individual's body at the fullest part of the hips/buttocks, back to the starting point.

Keep the tape parallel to the floor.

Record the measurement to the nearest quarter (0.25) inch.

Thighs




Have the individual stand with feet together.

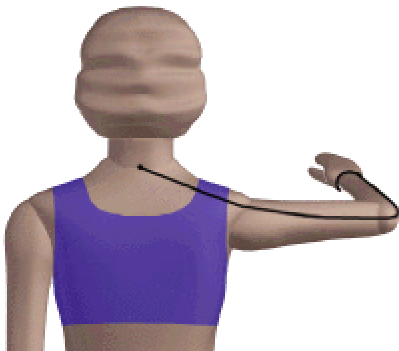
Wrap the tape around both of the individual's legs at the fullest, widest part of the thighs, back to the starting point.

Record the measurement to the nearest quarter (0.25) inch.

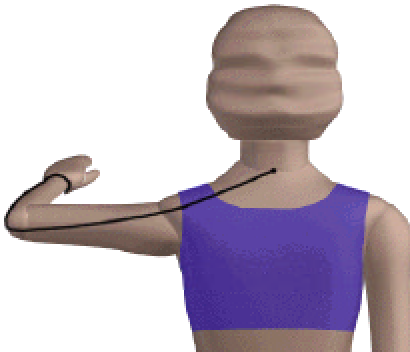
Thigh

| | |
|---|---|
|  | <p>Have the individual stand with feet apart.</p> <p>Wrap the tape around one leg at the fullest part of the thigh, back to the starting point.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|---|


Right Sleeve Length

| | |
|---|--|
|  | <p>Have the individual stand with the right arm extended away from the body and bent at the elbow to form a right angle.</p> <p>Place the tape measure at the neck base mark.</p> <p>Extend the tape past the shoulder, over the elbow, and to the rubber band at the wrist.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|--|

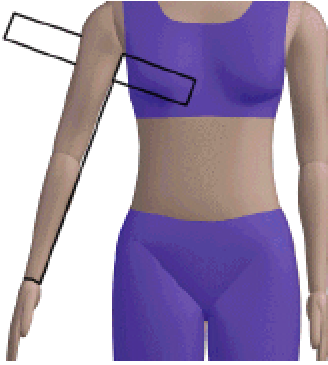
Left Sleeve Length

| | |
|---|---|
|  | <p>Have the individual stand with the left arm extended away from the body and bent at the elbow to form a right angle.</p> <p>Place the tape measure at the neck base mark.</p> <p>Extend the tape past the shoulder, over the elbow, and to the rubber band at the wrist.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|---|


Biceps

| | |
|---|---|
|  | <p>Have the individual stand with arms relaxed at the side.</p> <p>Wrap the tape around the individual's upper arm at the fullest part of the biceps, back to the starting point.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|---|


Right Arm Inseam

| | |
|---|---|
|  | <p>Have the individual hold the prepared ruler comfortably under the right armpit with the tape measure hanging straight down toward the floor.</p> <p>The broad edge of the ruler should lie against the side of the body with the tape measure hanging from the middle of the armpit.</p> <p>Have the individual relax her shoulders.</p> <p>Extend the tape to the rubber band at the wrist.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|---|


Left Arm Inseam

| | |
|---|--|
|  | <p>Have the individual hold the prepared ruler comfortably under the left armpit with the tape measure hanging straight down toward the floor.</p> <p>The broad edge of the ruler should lie against the side of the body with the tape measure hanging from the middle of the armpit.</p> <p>Have the individual relax her shoulders.</p> <p>Extend the tape to the rubber band at the wrist.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|--|

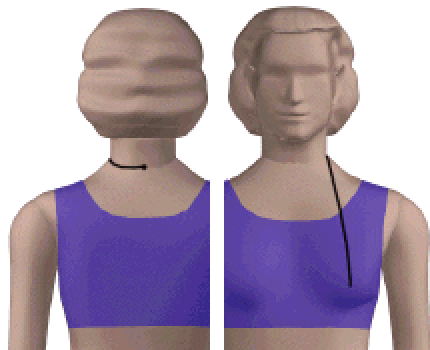
Back Waist Length

| | |
|---|--|
|  | <p>Place the tape measure at the neck base mark.</p> <p>Hold the end of the tape measure in place and extend the tape straight down the center of the back to the bottom of the waist elastic.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|--|

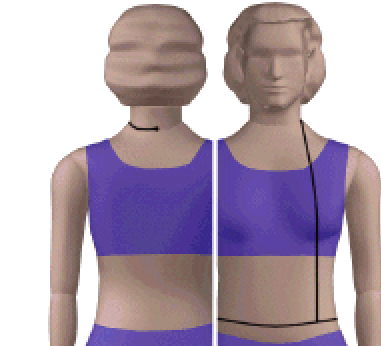
Back Coat Length

| | |
|---|---|
|  | <p>Have the individual place a ruler just under her buttocks.</p> <p>Place the tape measure at the neck base mark.</p> <p>Holding the tape measure in place, extend the tape straight down the center of the back, past the waist, and continue to the ruler placement.</p> <p>Measure from the neck base mark to the top of the ruler.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|---|


Front Bust Length

| | |
|---|--|
|  | <p>Place the tape measure at the neck base mark.</p> <p>Hold the end of the tape measure in place and extend the tape around one side of the neck to the front of the body.</p> <p>Continue to the fullest, prominent tip of one breast.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|--|


Front Waist Length (Over Bust)

| | |
|---|---|
|  | <p>Place the tape measure at the neck base mark.</p> <p>Hold the end of the tape measure in place and extend the tape around one side of the neck to the front of the body.</p> <p>Continue to the fullest, prominent tip of one breast.</p> <p>Continue straight down from that bust point to the bottom of the waist elastic.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|---|

Leg Outseam

| | |
|--|---|
|  | <p>Have the individual stand without shoes.</p> <p>Hold the end of the tape measure in place at the side waistline.</p> <p>Let the tape hang downward, over the hipbone, and extend to the floor.</p> <p>Measure from the bottom of the waist elastic to the floor.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|--|---|

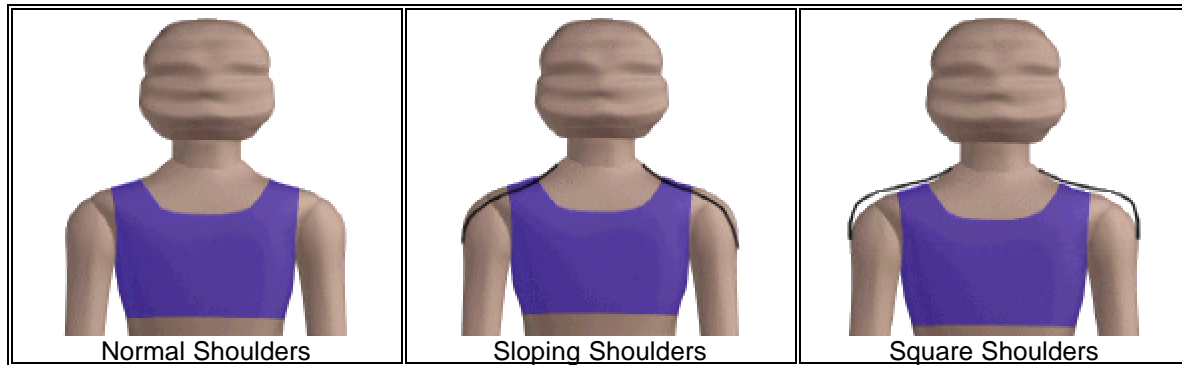
Leg Inseam

| | |
|---|--|
|  | <p>Have the individual, standing without shoes, hold the broad edge of the ruler against the inner thigh, comfortably up and in the crotch.</p> <p>The tape is hanging downward against the leg, from the middle of the crotch to the floor.</p> <p>Keep the ruler parallel to the floor.</p> <p>Measure from the crotch to the floor.</p> <p>Record the measurement to the nearest quarter (0.25) inch.</p> |
|---|--|

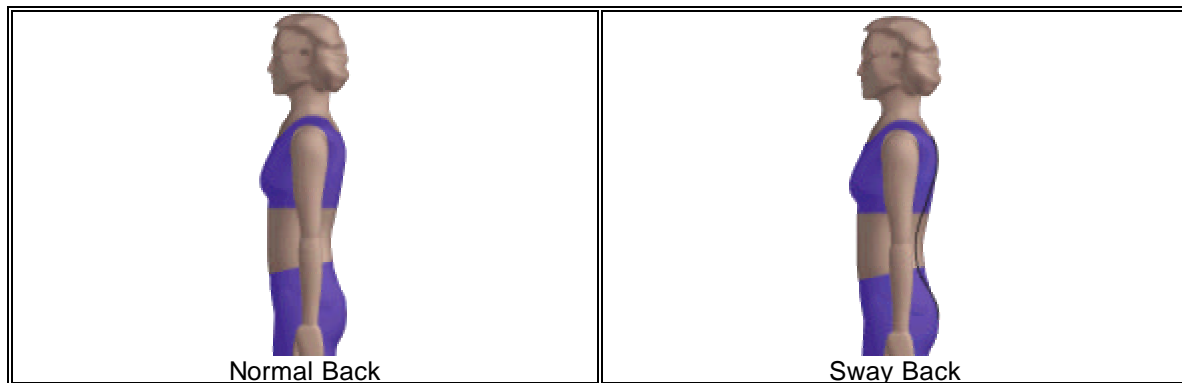
Profile Descriptions

Coast Guard-Female

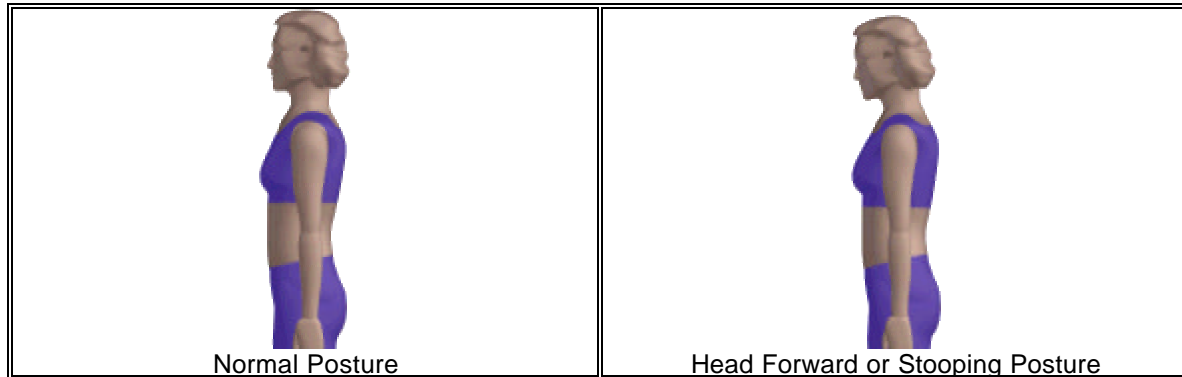
Shoulder Profile



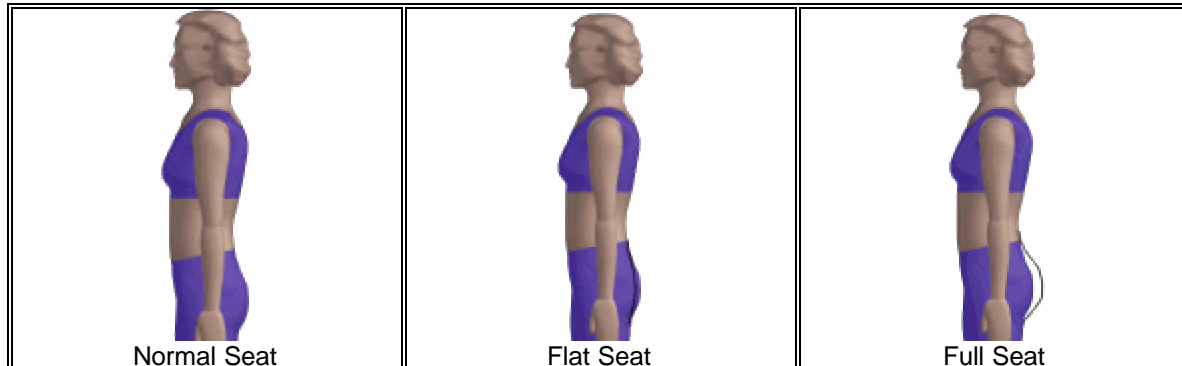
Back Profile



Posture Profile



Seat Profile



Required Garment Measurements

Coast Guard-Female

1. Coat, BDU, EHW

- Height
- Weight
- Across Shoulders
- Shoulder Circumference
- Bust
- Right Sleeve Length
- Left Sleeve Length
- Biceps
- Back Coat Length

2. Coat, Women's, Service Dress

- Height
- Weight
- Across Shoulders
- Shoulder Circumference
- Bust
- Upper Abdomen
- Waist
- Lower Abdomen
- Hips
- Biceps
- Right Arm Inseam
- Left Arm Inseam
- Back Waist Length
- Back Coat Length
- Front Bust Length
- Front Waist Length (Over Bust)
- Shoulder Profile
- Back Profile
- Posture Profile
- Seat Profile

3. Coat, BDU, Temperate

- Height
- Weight
- Across Shoulders
- Shoulder Circumference
- Bust
- Right Sleeve Length
- Left Sleeve Length
- Biceps
- Back Coat Length

4. Coat, BDU, Field

- Height
- Weight
- Across Shoulders
- Shoulder Circumference
- Bust
- Right Sleeve Length
- Left Sleeve Length
- Biceps
- Back Coat Length

5. Shirt, Women's, Cotton/polyester, Long Sleeve

- Height
- Weight
- Across Shoulders
- Neck
- Upper Chest
- Bust
- Upper Abdomen
- Waist
- Lower Abdomen
- Hips
- Right Sleeve Length
- Left Sleeve Length
- Biceps
- Back Waist Length
- Shoulder Profile
- Back Profile
- Posture Profile
- Seat Profile

6. Coat, Women's, All-weather, with Removable Liner

- Height
- Height
- Across Shoulders
- Shoulder Circumference
- Upper Chest
- Bust
- Hips
- Biceps
- Right Arm Inseam
- Left Arm Inseam
- Back Waist Length
- Shoulder Profile
- Back Profile
- Posture Profile

7. Shirt, Women's, Cotton/polyester, Short Sleeve

- Height
- Weight
- Across Shoulders
- Neck
- Upper Chest
- Bust
- Upper Abdomen
- Waist
- Lower Abdomen
- Hips
- Biceps
- Back Waist Length
- Shoulder Profile
- Back Profile
- Posture Profile
- Seat Profile

8. Skirt, Women's, Wool/polyester, Serge, 10 oz., AF Shade 1620

- Height
- Weight
- Waist
- Lower Abdomen
- Hips
- Seat Profile

9. Slacks, Women's

- Height
- Weight
- Waist
- Lower Abdomen
- Hips
- Thigh
- Leg Outseam
- Leg Inseam
- Seat Profile

10. Trousers, BDU, EHW

- Height
- Weight
- Waist
- Hips
- Leg Outseam
- Leg Inseam

11. Trousers, BDU, Temperate

- Height
- Weight
- Waist
- Hips
- Leg Outseam
- Leg Inseam

Contact Information

Coast Guard - Female

To check the status of an EOF order or to order items not currently offered on EOF contact...

Ellen Henning
DSN Phone: 444-2482
Commercial Phone: 215-737-2482
Email: paa5323@dscp.dla.mil

Angela Anderson
DSN Phone: 444-8536
Commercial Phone: 215-737-8536
Email: paa4007@dscp.dla.mil

To receive technical assistance with On-Line EOF ...

Jason Howell
Phone: 864-646-8454
Email: howell4@clemson.edu

Nancy Staples
Phone: 864-646-8454
Email: staplen@clemson.edu